



New Marina Facility from Century Terrace

2011 HIGHLIGHTS

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Our Vision:

“Manistee will be the community of choice on the Northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperity continues into the future.”

Our Purpose:

“The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The Council will achieve this through exemplary leadership, being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens’ safety, economic opportunity and a better quality of life.”

Strategic Mission:

“To competitively position the City of Manistee as the community of choice and destination for businesses, industry, tourists and families.

Three Year Strategic Goals (SG#)

1. Economic Development & Jobs.
2. City Infrastructure.
3. Beaches, Parks & Recreational Areas.
4. Financial Stability & Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness & Senior Citizens.



*Lighthouse Acquisition
City of Manistee / Manistee County Historical Museum*

A Message from the City Manager...

A fragile economy in 2011 has continued to impact Manistee County. Last year there was the potential for the first double-dip recession in the past century. Thankfully this did not occur. However, the stability of the national, state and more importantly the international economy is still very questionable. Whereas the stock market used to have the ability to weather national and international upsets, it is now common to see the market vacillate greatly each way based upon the day's news.

Governor Rick Snyder is starting his second year in Lansing. Many key issues of the Governor's agenda were achieved, others are still ongoing. The one area that impacts cities the most is the decision to replace statutory state-shared revenue with the Economic Incentive Vitality Program (EVIP). We are almost guaranteed to get less revenue this year and future years. Along with the EVIP the State Legislature is working to eliminate the personal property tax. In the City of Manistee this accounts for approximately 6-7% of the general fund budget; or approximately \$270,000. If this is eliminated and not replaced at a similar level, significant service levels and employees would be lost.

Another area that will impact general fund revenue is the continued projected slide in property values, especially in the fragile condo market. One financial bright spot was the 2011 unqualified "clean" audit that the City received that included an increase in the general fund balance.

2011 was a year filled with large and very complex construction projects. The largest was the completion of the last CSO project with the separation of the sanitary and storm water system in the Bryant and Cedar Street area. In addition, First Street from Spruce Street to the beach was completely upgraded including a round-a-bout in Douglas Park. The upcoming year will see significantly fewer street projects. However, we will see continued upgrades at First Street Beach with projected grant assisted replacement of the First Street Beach House and the First Street Boat Launch Fish Cleaning Station. Both facilities are in desperate need of replacement.

As 2011 comes to an end I would be remiss not to thank all those City employees; who through their daily actions provide services to Manistee residents. As with past years, no doubt more economic challenges will be before us that will require everyone to perform additional responsibilities.

The entire community should be proud of the accomplishments of 2011, what a year! I look forward to the challenges and opportunities of 2012.

Mitchell D. Deisch, City Manager



CSO Construction on First Street

CONSTRUCTION

1. Jones Street CSO Separation Project began in 2010 through a contract awarded to Central Michigan Contracting for \$1,470,002. Concrete work was completed this year, some punch list items remained. Project completed in October. **SG#2**
2. Cedar Street Combined Sewer Overflow Project – Easements and permits obtained, neighborhood meetings held, Planning Commission public hearing on two street closures conducted in late winter/early spring. Authorized 2011 water and sewer revenue bonds. Four bids received, Elmer's the low bid at \$4,279,481.51. Commenced construction in mid-March with anticipated completion date of November 1. Authorized the closure of Angle Street and Cedar Street Hill. Agreement with contractor to mine sand/dispose of clay during the project; a savings to the City of approximately \$90,000. Area encompassed approximately three acres and snow fencing was used to control blowing sand. The Armory parking lot was repaved using these funds; with half of the payment coming from the National Guard. Substantial completion in September; punch list items remained in October/November. **SG#2**
3. Maple Street Bridge Electrical Updates - In 2006 the City received a \$500,000 grant from the federal government toward Phase I electrical upgrades. An additional application was made to the Michigan Local Bridge Improvement Fund Program for \$682,000 bringing the total to \$1,182,000 (commits City to 5% construction costs, engineering fees and MDOT inspection costs estimated at \$204,000).

In May all permits received and MDOT Contract approved to replace mechanical equipment in bridge house, motors, brakes, tail locks and upgrade concrete approaches on north and south sides. Bids came in 20% lower than engineer's estimate. Once completed the entire bridge will have been upgraded except for structural components. Structural components are inspected every two years.

Approach work began October 3, closing the bridge to pedestrian and vehicular traffic for approximately two weeks. Additional Phase II electrical and mechanical upgrades will occur in late winter/early spring 2012 and will be completed by May/June 2012. SG#1 &2

4. Low bid of \$44,900 by Livingston Power Co. LLC awarded to install equipment to protect water wells from lightning damage. The project commenced April 18 and was completed in October. SG#2



*Municipal
Marina
Before*

5. Municipal Marina Building – With some additional construction issues/setbacks, the Municipal Marina Project continued in 2011. Council and Harbor Commission tour held February 18, 2011. Temporary occupancy allowed use of the facility in June. Marina Ribbon Cutting Ceremony held on July 6. Substantially completed in July and worked through lengthy punch list process. Customer surveys report a high satisfaction with the new facility. Harbor Commission plans on implementing increased marketing efforts through the winter/spring seasons. Installed new picnic areas along Riverwalk. In spite of all the problems associated with this project, the feedback from the boaters was excellent! SG#2 & #3



*Municipal
Marina
After*

6. DPW and Fire personnel removed and replaced the cement floor in the Fire Station hose tower.
7. Riverbank Sewer Project has been designed. Easements have been obtained and the project is being reviewed by the MDNRE and USACOE for permitting. Construction will follow the permitting process. **SG#2**
8. Ramsdell Theatre HVAC – Contract with Fishbeck Thompson Carr & Huber for design services, \$116,000. Contract with FTC&H for construction management services, \$1,325,057. Used installment purchase agreement to fund improvements. As of October chillers and boilers have been installed, majority of piping and ductwork completed. First boiler heat test conducted November 30, 2011. Remainder of the project will be completed by spring of 2012. **SG#2**
9. Met with MDOT in March regarding improvements to the US-31 and Taylor Street intersection just north of the bridge. Improvements slated for 2012. **SG#2 & 5**

10. Completed a mill and fill on Spruce Street due to storm and construction damage at a cost of \$32,800. **SG#2**



First Street Reconstruction Round-A-Bout

11. First Street Reconstruction Project – First phase (Spruce to Armory) completed in conjunction with Cedar Street Project. The area west of the Armory was awarded to Hallack Construction at a cost of \$999,589.93. Construction began in August. Paving and underground infrastructure completed in November. Observation deck, off-street parking, sidewalks and landscaping will be completed in spring 2012. **SG#2**
12. Replaced the two inch water line on Maple Street hill in Filer Township. **SG#5**
13. Monroe Street paved by Elmer's at a cost of \$45,869 and paid for 100% by MDOT in exchange to use Monroe Street as a future detour route.

14. Undertook crack sealing program with the Department of Public Works and Manistee County Road Commission. Two years' worth of work was completed in October at an estimated cost of \$30,000. This is the third cycle and completes the vast majority of streets. Crack sealing is incorporated into our State-recognized Street Asset Management Plan. SG #2 & #5



*County Road Commission and City Work
Cooperatively to Crack Seal City Streets*

15. Completed pavement overlay at Sixth Street and Engelman at the factory entrance to Mortons.

GOVERNANCE

1. 2011 - 2012 Fiscal Year Budget and Capital Improvement Plan was approved. Process began last November with the review of the Public Safety White Paper. Public Forums held in January and Council held various meetings to review their Strategic Plan. Council also reviewed Assessing White Paper in March. Budget recommendations were published March 25; work sessions and public hearing held in April. Budget document adopted May 4, 2011 and includes a \$5,178,711 General Fund Budget. Millage was set at 17.2957 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 4% rate adjustment to water and sewer; charges established at \$2.72 and \$5.44 per 1,000 gallons respectively. Budget process was impacted by Governor Snyder's programs and legislation; and a reduction in census. SG#4
2. Approved budget amendment 2011-01 for fiscal year end in June. Required by law to ensure actual expenditures do not exceed budgeted amounts.
3. Approved Main Street Downtown Development Authority Budget for 2011-2012 and their amended 2010-2011 Budget.
4. David Wilson, CPA in third year of agreement to prepare annual audit. June 30, 2011 audit was presented to City Council on November 1, 2011. The audit shows a General Fund Balance of \$981,242; an increase of \$61,303.
5. There was no further Headlee Rollback on 2011 maximum authorized operating millage rate for FY 2011-12. Council approved 17.2957 operating mills for 2011, not levying the additional mills allowed by law.
6. Three Council seats were up for election in November. Candidates on the ballot were: Second District Ed Cote, Sid Scrimger, Therran Ferguson; Fourth District Ilona Haydon; and Sixth District Richard Mack and Beth Adams. At the Organizational Meeting in November, the City Clerk sworn in Sid Scrimger, Ilona Haydon and Beth Ann Adams. Council elected

Colleen Kenny as Mayor and Catherine Zaring as Mayor Pro-Tem.

7. Continued the Strategic Plan process. Following a series of public forums the updated Strategic Plan was presented to Council on May 4, 2011 and adopted. Strategic Plan reviews and updates will continue. Sixth month plan update delivered to Council in October.
8. The City Manager and six Councilmembers participated in the March MML Capital Conference in Lansing. SG#4
9. Councilmembers Zaring and Marshall attended MML Region 6 meeting in Kalkaska in May. SG#4
10. Following an Initiatory Petition by a majority of property owners on Oxford Court for curb and gutter to be added to the Cedar Street Project, Council acted as a Board of Review and took action to approve a final Special Assessment Roll/District for this area. Total cost of \$14,865.84 or \$18.77 per front foot. Can be paid in full or in seven annual installments at 4.3% per annum by property owners. SG#2
11. On March 2, 2010 Council approved an Interlocal Government Sewer and Wastewater Treatment Plant Cooperative Agreement with Filer Charter Township. Following another year of discussion and as a requirement of USDA Rural Development the agreement was broken down into three separate agreements; an Operating Agreement, a Wastewater Treatment Agreement, and a Master Agreement that were presented to and approved by Council on August 16, 2011. SG#2 & #5
12. Applied for and received designation as the Third Eligible Unit for the Local Revenue Sharing Board (two year position).
13. Councilmembers Mack, Hornkohl, Zaring & Marshall, and City Manager Mitch Deisch participated in the MML Annual Conference in October. Mayor Richard Mack was the City's voting delegate; with Councilmember Robert Hornkohl the

alternate. Mayor Mack was elected to the MML Board of Directors. SG#4

14. Mayor Mack, Mitch Deisch and Jon Rose attended the Placemaking Summit on March 1, 2011 in Traverse City. SG#4
15. Conducted Mayors Exchange Program with the City of Fremont in May and June. This is an annual opportunity to learn and network with other Michigan municipalities. SG#5



Mayors Exchange with the City of Fremont

16. City Manager Mitch Deisch, Finance Director Ed Bradford, Mayor Richard Mack and Councilmember Alan Marshall attended the NWMCOG Leadership Summit in April. SG#4&5
17. Three elections were held in 2011: Annual School election in May, Special School election in August and the General Election/Special Election in November. Election machine maintenance completed by State contractor in January.

18. City Manager Mitch Deisch, Mayor Richard Mack and Councilmembers Catherine Zaring and Alan Marshall attended County Regional Summit in September. SG#4
19. Manistee News Advocate's Best of People's Choice Awards:
Best Politician - Councilmember Ilona Haydon
Best Law Enforcement Officer - Police Officer Raul Vasquez
Best Firefighter - Captain Timm Smith
20. City's Facebook page went live in January. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors.
21. Mayor Mack implemented quarterly office hours in January, April, July and October; 9:30 a.m. to 11:30 a.m. and 5:00 p.m. to 7:00 p.m.
22. City Manager Mitch Deisch elected to a three year term on the Michigan Local Government Management Association Board of Directors. (2012-third year)
23. City Administration met with local legislators (Senator Booher & Representative Franz) on personal property legislation; Governor's concept on best practice and state revenue sharing. Also met with Congressman Bill Huizenga in May on dredging funds. SG#5
24. Completed the Assessing White Paper study in March. Study was prepared by the Finance Director, City Assessor and City Manager. DPW White Paper to be completed by December 2011 / January 2012. SG#4&5
25. Governor Snyder unveiled his Citizens Guide to Michigan's Financial Health in January and his proposed budget in February. Staff responded to possible budget impacts and various requirements such as the Community Dash Board which was posted on the City's website by the October 1 deadline.

26. Board and Commission bylaws are reviewed annually by respective groups, and if amended, forwarded to Council for review and approval.
27. Department of Public Works contracted by Onkama Village and Township to clean their beaches in early June. SG#5
28. Participated in annual Fire Prevention Festival held in October. Worked with other fire departments to provide fire safety education for children. SG#5
29. Participated and assisted in various annual community festivals and events.
30. Council participated in annual bus tour of ongoing projects including Municipal Marina, First Street Reconstruction Project, First Street Beach House & Fish Cleaning Station, Cherry Street Mining Operation, Cedar Street CSO Project, Ninth Street Launch Ramp, Jones Street Project, Arthur Street Launch Ramp, Monroe Street Mill & Fill, Fifth Avenue Tennis Courts, and former NIA area on July 12.
31. Initiated "Round the Lake" discussions in June to provide a forum in which elected and appointed officials from local units of government can open communications, find opportunities for collaboration, and look for ways to potentially share services. Several sub-committees continue to meet and discuss options. SG#5
32. In conjunction with the First Street Reconstruction Project; split cost to repave the Armory parking lot with the National Guard. SG#5
33. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the fourth year that the Piping Plovers selected this site. SG#5
34. The Non-Motorized Transportation Committee sponsored the fourth annual Healthy Active Manistee Week (HAM It Up) the

third week of May. The City was awarded Promoting Active Communities award.

35. Updating the City's Parks and Recreation Plan is required every five years. The Community Development Office assisted the Parks and Beautification Commission in completion of this requirement. Without this document the City would be unable to qualify for State Recreational Grants. Final document is expected to be presented to Council in December. **SG#3**
36. Intergovernmental cooperation with Road Commission / MDOT on equipment, beach leveling, crack sealing, street sweeping. **SG#5**
37. Manistee awarded Tree City designation in 2011. City has been a recipient for more than twenty years.
38. Extended lease with Cingular Wireless PCS LLC for antennas on Industrial Park water tank for five years, \$24,000 per year with 3% escalator clause. Lease amendment proposed in December for additional equipment and increasing the yearly amount to \$30,000.
39. Renewed three-year contract with the Alliance for Economic Success Office to provide economic development services.
40. Leased antenna space on the Maywood Tank to Agri-Valley Broadband, Inc. for a monthly rent of \$500 plus \$700 in broadband service.
41. Worked with the Manistee County Historical Museum on the application to acquire the North Pier Lighthouse. The City would assume ownership; the Museum would assume financial maintenance responsibilities. Transfer of ownership occurred on June 30. **SG#3**
42. Continued to provide City Hall tours for various area classrooms.
43. Continued public tours of the fire station.

44. Fire Prevention visits were made to Madison, Jefferson, Kennedy, Manistee Middle School Sixth grade, Manistee Catholic Central and Trinity Lutheran Schools.
45. Approved a development agreement with Manistee Place / WODA Group LLC (Chalet West Apartments); PILOT equal to 10% of annual shelter rents.
46. City Manager narrated Annual Parks Bus Tour on July 2.
47. Clerk's Office hosted MAPS special school election Public Accuracy Test including Manistee Township and Filer Charter Township.
48. For the second year in a row the MML Property and Liability Pool provided dividends; the City received approximately \$20,000.
49. Non-Motorized Transportation Committee organized the first local Labor Day Bridge Walk.
50. In September USACOE advised the City that they would no longer dredge harbors that have less than 1 million tons of product shipped in or out of port. Manistee was scheduled to be dredged next year at an estimated cost of \$300,000. Initiated discussions with AES, Intergovernmental Committee and other Lake Michigan shoreline communities.
51. Authorized the placement of a historical marker (not state-recognized) honoring the death site of Pere Marquette. Local resident Bob Adams undertook years of research and determined that the Northwest corner of Man-Made Lake was the correct location. Councilmember Haydon and local resident Bob Adams took the lead on erecting the historical marker.
52. A Committee consisting of Heather Pefley, Denise Blakeslee, Mary Bachman, Kathie Boyle, Mark Niesen and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories.



*Councilmember Hornkohl in Flag Ceremony
Michigan Municipal League Convention*

53. Business Registrations:

Solar Eclipse Tanning, 355 River Street
 Belleroc Tire, 305 River Street
 Safe Title, 50 Filer Street, Suite 316
 North Star Chiropractic, 78 Division Street
 Play Clothes, 345 River Street
 Allure Nails, 57 Greenbush
 Bloomer's Flower Shop, 304 River Street
 Ticconi's ATA Martial Arts, 391 River Street
 River Street Gallery, 384 River Street
 Ryan Shively-FFL Dealer, 412 Elm Street

54. Parcel Splits / Combinations:

DSLIT/Perrin Properties, former Harbor Village Sales Office

55. Banner Applications:

Manistee World of Arts & Crafts
 MSDDA Sidewalk Sales
 United Way
 Paint the Town Pink
 Port City Street Fair
 Toys for Tots

56. Policies:

None

57. Ordinance Amendments:

ORD #Z11-01 Amend Zoning Ordinance, Place of Public
Assembly & Industrial Uses Waterfront
ORD #11-02 Authorizing 2011 Water & Sewer Revenue Bonds
ORD #11-03 Adding Chapter 864 Medical Marihuana
ORD #11-04 Amend Chapter 1220 Planning Commission,
Section 1220.02 Powers & Duties
ORD #11-05 Amend Chapter 650 Anti-Blight
ORD#Z11-06 Amend Zoning Ordinance, Community
Gardens
ORD#11-07 Amend Chapter 440 Traffic Controls, Section
440.01 One-Way Streets

58. Resolutions:

RES 11-01 Agreement- Renewables & Energy Efficiency Grant
RES 11-02 Medical Marihuana Extension of Moratorium
RES 11-03 Support Grant Application, Michigan Natural
Resources Trust Fund – New Beach House at First St
Beach
RES 11-04 Administrative Professionals Week and Day
RES 11-05 2011-2012 General Appropriations Act Budget
Adoption
RES 11-06 Create Special Assessment District Ordering Curb &
Gutter Improvements on Oxford Court
RES 11-07 Thanks & Appreciation – Captain Timm H. Smith
RES 11-08 Charitable Gaming License – Love INC
RES 11-09 Michigan Local Bridge Improvement Program
RES 11-10 Authorizing Installment Purchase Agreement -
Ramsdell Theatre HVAC Project
RES 11-11 Support, Fish Cleaning Station Grant Application
RES 11-12 Support, MCC Safe Routes to School
RES 11-13 Authorize the MDEQ S2 Grant Application
RES 11-14 Appreciation – Bruce C. Gockerman, Emeritus City
Attorney
RES 11-15 Confirm Special Assessment Roll for Oxford Court
RES 11-16 Vacate certain Streets within That Portion of the
Hadsall Village Subdivision

RES 11-17 Adopting Basic Life Support-Transport Level of Service

RES 11-18 Support, Increased Local Match Percentage to Michigan Natural Resources Trust Fund for New Beach House at First Street Beach

59. Proclamations:

Scleroderma Awareness Month – June

Parkinson's Disease Awareness Month – April

Youth Week and Excellence in Education

Paint the Town Pink



Support Staff Hosted Mitten Tree at City Hall

COMMUNITY DEVELOPMENT

1. Non-Motorized Transportation Committee and Administration assisted Manistee Catholic Central School in a Safe Routes to School program. **SG#5**
2. On June 30 the Fifth Avenue Beach lighthouse ownership was transferred to the City of Manistee. A Concession Agreement with the Manistee County Historical Museum was created and the Museum will act as stewards for the structure and will coordinate the restoration project. Restoration plans include removal of hazardous materials, repainting the exterior and the interior. **SG#5**
3. Lions Club Members took on the project of upgrading pavilions at First Street Beach. Three of the six were improved with red roofs and white columns, complimenting the USCG building across the river. Will include a barrier free sidewalk to each pavilion.
4. The Building Inspector's Office issued 80 building permits generating an income of \$14,848.
5. Negotiated a seasonal three-year agreement with Huron Tackle Company to provide fish cleaning and removal services to the First Street Beach Fish Cleaning Station; in addition Huron Tackle will clean the facility. Essentially eliminating the odor issue associated with this facility by using a refrigerated storage box to contain fish wastes until removed. Will play a part in the recent application to the Great Lakes Trust Fund for a portion of the cost to reconstruct this facility. **SG#3**
6. The City continues to be successful in drafting and receiving grants. 2011 Grant Applications: **SG#4**

MDNRTF for Beach House \$280,000 - approved
GLTF for Fish Cleaning Station \$75,000 - approved
S2 for I & I Study \$227,000 - approved
Energy Efficiency Grant \$40,000 – approved
FEMA Fire Personal Protection Gear \$125,000 – pending
FEMA Fire/Transport Vehicle \$376,000 - pending

Local Revenue Sharing Board:

2011 Cycle I applied for Police – Care Trak System \$7,228.30, approved; Fire – Ambulance Power Cot \$12,500.00, approved; Police – patrol rifles, accessories and ammunition, approved; First Street Beach House \$100,000, approved; Joint Sewer Grant, denied.

2011 Cycle II applied for Police – Turn Out Gear \$16,700, approved; Fire – Tuition to Train Two Paramedics \$12,000, approved; Safe Routes to School \$30,000, approved; Vogue Theater \$75,000, denied; MPEG-TV \$10,000, approved. The City has received approximately \$834,245 from the LRSB.

7. Joint LRSB grant application in cooperation with the Alliance of Economic Success Office, Manistee Township, Manistee County and Abonmarche for the installation of a sanitary sewer collection system north of the City along US-31. **SG#5**
8. Worked with area Veterans Organization and Community Foundation on Memorial Park improvements.
9. Manistee continues to attract filmmakers. Local 10 West Studios shot a children's adventure film in October using various locations in Manistee and Ludington.
10. Rental inspections and registrations garnered \$12,630 during the fiscal year.
11. Authorized the Non-Motorized Transportation Committee to explore a trail system on the City's M-55 property.

OPERATIONS

1. Received \$40,000 Energy Efficiency Grant through the Northwest Michigan Council of Governments, appointed Green Team and completed improvements to DPW lighting, a new furnace at the Fire Hall and Ramsdell HVAC.
2. Negotiated, mediated and ratified four union contracts (USW, IAFF, POAM and COAM) in 2011.
3. RFP for website updates at a cost of \$15,000, hired Civic Plus. New website uses contact management system that will eventually allow each department to update the site with documents and information. New City website went live in July and incorporates county-wide branding logo. SG#1
4. Purchased and installed swim buoys for Lake Michigan designated swim areas through a LRSB grant. SG#3
5. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals. Greater number of large value and commercial appeals.
6. With the assistance of Abonmarche, smoke testing of city sewer system completed. Identified 120 residential and commercial violations. Letters of compliance were sent in August and 90% compliance was achieved by the end of September. City crews also bulkheaded approximately 70 catch basins/cross-connections. Will need to check again in the future to verify continued compliance. Flow improvements already being experienced at the WWTP. SG#2
7. Assigned one Police Officer to the SSCENT Team due to increasing drug activities in the City.
8. Completed annual stump removal program, 96 stumps were removed by a private contractor. City assisted with cleanup and black dirt.

9. Completed tenth year of beach sampling program. City responsible for Man-Made Lake samples. SG#3
10. Fire Department participated in county-wide dam failure exercise in February and live fire training at Blacker Airport in May. SG#5
11. Many City employees generously contributed to the annual United Way Campaign. Sergeant Schmeling ran the program for the City.
12. DPW Director Jack Garber received Elks Citizen of the Year award in April.
13. Police Chief David Bachman named Public Safety Director in March.
14. Clerk/Treasurer's Office shares many services with the Ramsdell Theatre including scheduling of events, concessions, site managers, technicians and site tours.
15. Renewed landscaping agreement with Jason Thompson for the Riverwalk and downtown. Incorporated discussion with MSDDA to clarify specific areas of responsibility.
16. Rural Water assisted the City DPW on crafting a valve exercising / water flushing program. Program commenced in conjunction with CSO and street projects. SG#2
17. Department of Public Works worked on updating Emergency Response Plan.
18. Fire Department undertook Fire Captain promotional process that included oral interviews and written tests. Health Darling was promoted to Captain.
19. Fire Department purchased and installed a washer/extractor through a LRSB grant. Equipment is available for use by other area fire agencies. Old equipment was donated to Love, Inc. SG#5

20. Integrated police and fire into public safety operations. Chief passed Emergency Vehicle Operations course as required by the state for firefighters. Continued learning the Accumulated billing for BLST. Director of Public Safety attended medical first responder boot camp in Texas this past June and earned his Medical First Responder license. Five Police officers certified as Firefighter I and II and qualified to respond to fires as of September 1, 2011. Two firefighters have begun paramedic classes as first step toward moving to ALS service. Hired two part-time firefighters/paramedics.



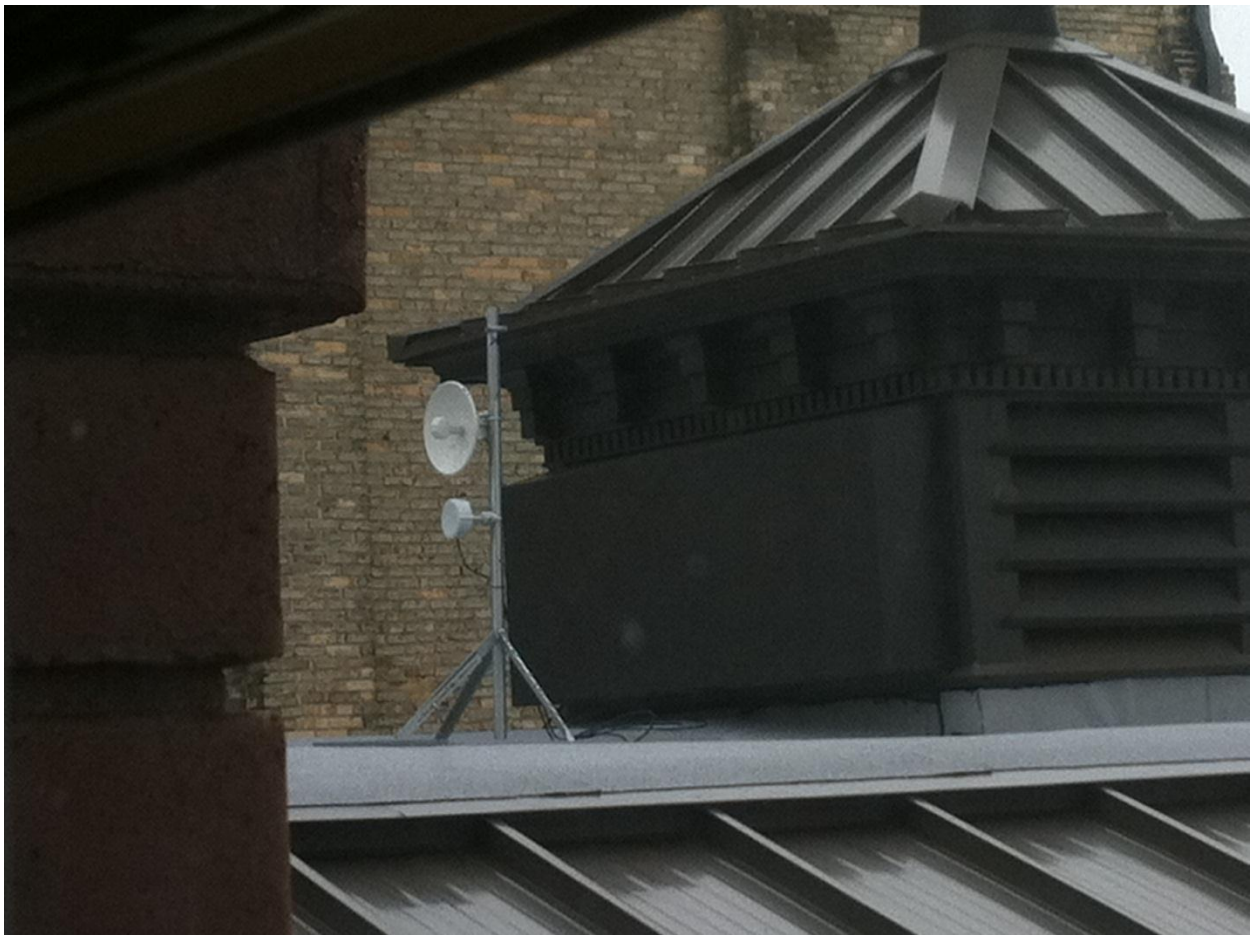
Fire Department Training – In Conjunction with Other Area Departments

21. WWTP boiler bid awarded to Allied Mechanical Services for \$58,600 and was installed in August.
22. Continue to address invasive plant species like Phragmites Grass and Garlic Mustard. A \$3,200 grant from the Cooperative Weed Management Authority was used to eradicate Phragmites around Man-Made Lake this year.
23. Cleaned up after several significant storm events again this year: April storm damaged DPW facilities and grounds. May storm impacted Cedar Street CSO project with multiple

basement floodings throughout town and the Municipal Marina project.

24. Fire Department, Department of Public Works and the Water Department worked together on a project to map the hydrants and water flow abilities of the fire hydrant system in the City. Several low flow and no flow hydrants were identified and marked. The hydrants have been prioritized and a replacement plan is being drafted to fix the inadequacies of the system. The hydrant in front of Olson's Lumber on Harrison was a no pressure hydrant and was immediately replaced.
25. Utilized a new management principle at the Municipal Marina that including hiring a local couple for day to day management at the facility; while still hiring some seasonal employees. Service and appearance of the marina was the best in anyone's recent memory.
26. Worked with the County Road Commission for seasonal sand removal and leveling at both beaches. **SG#5**
27. Undertook upgrades to the launch ramp auto-attendant to increase awareness and participation. Fewer tickets were written this year. The auto-attendant will be relocated during the First Street Reconstruction project.
28. Council amended Beach Conceptual Plan at the request of the Parks and Beautification Commission to retain Fifth Avenue tennis courts. Courts were cleared of sand and the fence was replaced. Discussions continue on future improvements to the former NIA building area. Parks and Recreation Commission will be making a recommendation to Council. **SG#3**
29. Parks crews cleaned up the former NIA building site at Fifth Avenue Beach: trimming trees and root balls, removed excessive sand to retaining wall, and added clean sand to the picnic area. Four grills and four picnic tables were also added.
30. Contracted with Fishbeck, Thompson, Carr & Huber (FTC&H) to provide technical oversight on Water/WWTP operations and to assist in the preparation of the DPW White Paper.

31. Created Health Insurance Review Committee with representatives from City Council, the Supervisory employees, Non-Union employees, USW, IAFF, POAM and COAM to review options for health insurance plan.
32. Initiated monthly utilities meetings to prioritize and track department projects and ensure efficient operation / maintenance of the facilities.
33. Applied for and obtained new NPDES Permit for the WWTP effective December 1, 2011 through October 1, 2015. SG#2
34. Continued work on GIS updates and mapping. City/County partnership has ended and City continues to use consultant. SG#2



*Wireless Technology Being Installed
For All Municipal Facilities*

35. Technology Updates: Many departments received new computers that included Laserfiche technology (training pending). Completed software transition in the Police Department. Installed new firewall/security appliance and backup software. Upgraded Wi-Fi for the marina and beach house. Worked on wireless network for all city facilities. Mobile data terminals installed in the Fire Department pumper and Rescue 5. Providing wireless service between City buildings with cabling on both water tanks, fiber optic cable between City Hall and industrial park tank, and wireless network equipment installed on the Ramsdell Theatre. SG#2&4
36. Conducted annual aerial and ground ladder testing. All ladders passed inspection.
37. Renewed City Manager employment agreement.
38. Hired Tom Gerdorn on a six month contract to take lead role in marketing the Ramsdell to increase activity and revenue. SG#2
39. Completed annual Paser rating updates in October. Staff will be developing 3-5 year Street Replacement Plan for 2012-2013 budget discussions. SG#2
40. Power-washed both bridges in April.
41. Continued quarterly financial and investment updates to City Council. SG#4
42. Equipment Purchases: Sidewalk Tractor with snowblower and broom \$13,986; Vermeer Brush Chipper with winch \$27,000; three Police patrol cars \$85,620; two DPW pickup trucks \$47,124.
43. Presented a resolution of appreciation to Bruce C. Gockerman, granted emeritus status after almost 20 years of service as the City Attorney.
44. City Manager Mitch Deisch maintained ICMA Credential Manager status. Credentialing status requires more than 40

hours of annual training in specific areas. A report on this training is required to be filed with the ICMA. This is a goal previously set by both the Manager and City Council.

45. Retirements: Mark Modjeski (Fire) retired January 13 after 26 years of service. Larry Tabaczka (DPW) retired June 1 after 27 years of service. Thank you for your years of service!
46. New Hires: Hired part-time fire fighters Brett Beckley on 7/27/11 and James Henderson on 10/3/11. Hired full-time police officer John Fraass on 9/1/11. Welcome Brett, James and John! Initiated Position Justification form to look at alternatives prior to filling fulltime future positions.



*Maple Street Bridge Upgrades
Approach Work*



Fire Department Training – Airport Simulation

DIRECTORY OF OFFICIALS - 2012

Mayor Colleen Kenny
Mayor Pro-Tem Catherine Zaring
Councilmember Sid Scrimger
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Beth Ann Adams
Councilmember Alan Marshall

City Manager Mitchell D. Deisch

DIRECTORY OF OFFICIALS - 2011

Mayor Richard Mack
Mayor Pro-Tem Colleen Kenny
Councilmember Ed Cote
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Catherine Zaring
Councilmember Alan Marshall

City Manager Mitchell D. Deisch